

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

November 13, 2008

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<b>TITLE:</b>	Bureau Chief
<b>POSITION NO:</b>	00803
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Band 7
<b>STARTING SALARY:</b>	\$52,709 - \$65,886 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. This position is open until filled. Applications will be reviewed weekly beginning with those received or postmarked (if mailed) no later than 5:00 p.m., Friday, November 28, 2008 (first review). For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at time of application.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for planning, directing, and coordinating Communicable Disease Control and Prevention programs and services to improve and protect the health and safety of Montanans; and managing 33 staff and is responsible for planning, policy development and implementation, overseeing operations of the Bureau to ensure the effectiveness of programs and compliance with federal/state requirements.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of the concepts and theories of public health program administration; communicable disease control and

prevention; public health promotion; social and environmental factors affecting public health; statistical analysis; strategic planning; consumer safety; regulatory program development and management; disaster, disease outbreak, and emergency response procedures, guidelines, and standards; bio-terrorism threats and responses; federal select agency rules; federal/state public health laws (e.g., USDA, EPA, and FDA laws and MCA); governmental accounting and budgeting; compliance requirements and practices; customer service standards; federal/state funding requirements; computers and database management; the use of statistical software; federal grant requirements; advanced research and evaluation methods and techniques; project management; agency policies, procedures, and guidelines; principles and practices of public information and education; presentation methods and techniques; contract administration; employment law, program requirements, collective bargaining agreements; and personnel management practices and techniques.

Skills: Skill in organization and planning techniques; developing community-based public health programs; public relations and public speaking; examining and re-engineering operations and procedures; formulating public policy; developing and implementing new public health and medical concepts; the use of computers, preferably in a PC, Windows-based operating environment; organizing resources and establishing priorities; and in administrative, operations, and contract/staff management.

Abilities: Ability to provide clear directions, technical assistance, and guidance to bureau staff to ensure effective operations and program activities; accurately apply communicable disease control and prevention techniques and program requirements to specific circumstances; evaluate multiple and ambiguous factors to resolve problems; develop technically and legally defensible courses of action; translate technical information to audiences of varied technical levels; and to determine appropriate responses to communicable disease control and prevention issues and related problems with minimal assistance or precedent.

**EDUCATION/EXPERIENCE REQUIRED:** Master's degree in health sciences, public administration, or a related field **AND** five years of progressively responsible and related public health experience including at least two years of management or supervisory experience **OR** a Bachelor's degree in a related field with seven years of progressively responsible and related public health experience including at least two years of management or supervisory experience. Other equivalent combinations of education and experience will be evaluated on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Bureau Chief

Position: #00803

Location: Public Health & Safety Division, Communicable Disease  
Control & Prevention Bureau, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position provides leadership to a bureau that administers complex programs and requires extensive experience managing a budget and staff. Please describe your professional experience pertaining to management, leadership, staff supervision, and program administration.
2. Please describe your experience and expertise regarding communicable disease control and prevention programs, including your success working with internal and external partners and communicating complex and sometimes controversial issues to constituents and the general public.